

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, January 15, 2015**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, January 15, 2015, at 5:20 p.m. by Forrest Ridgway.

<b>Commission</b>	Heather Schebel	Rick Swalwell	Forrest Ridgway	Mike Chambers	Joe Hrdlicka
<b>Present</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>

<b>Staff</b>	Susan Mathews <i>Parks &amp; Recreation Administrative Secretary</i>	Sally Ortgies <i>Superintendent of Parks</i>	Greg Hansen <i>Superintendent of Recreation</i>	Gary Scott <i>Director of Parks &amp; Recreation</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**On Item 1. Approval of Agenda**

Schebel moved to approve the agenda as presented. Chambers seconded. Motion carried.

**On Item 2. Citizen Forum**

No items.

**On Item 3. Approval of Minutes of December 18, 2014 Meeting**

Chambers moved to approve the minutes as presented. Schebel seconded. Motion carried.

**On Item 4. Old Business**

No items.

**New Business:**

**On Item 5A. Motion – Establish Public Hearing – Park Naming**

Scott informed the Board that the future park site is south of Walmart near the Pheasant Ridge subdivision. Scott added that the City does not own the property yet but incoming apartment complex road naming depends on the name of the Park.

Chambers moved to establish a public hearing on February 19, 2015. Schebel seconded. Motion carried.

**On Item 5B. Workshop – Parks Funding and Improvements**

**1. Trust for Public Land Work Plan**

- a. Scott noted that City staff had a phone conference with Mark Ackelson previous President of Iowa Natural Heritage Foundation, Mark Langgin of Groundswell Public Strategies and staff from Trust for Public Land. Scott gave background information on the groups and their track record with projects like this. They will conduct a feasibility study followed by polling and a citizen survey. Scott added that the Library wants to expand and Parks & Recreation will create a list of proposed projects. The initial cost will be \$30,000 and the Library Friends have informally committed to pay for half. The Parks & Recreation Advisory Board members will need to fundraise their \$15,000 portion privately. The process is to be completed by June 1. The result of this process will be a better understanding of if the public thinks these projects are important and what amount they

are willing to fund. Councilman Russ Trimble questioned if it makes sense to ask about funding through sales tax when it is not a feasible source currently. Scott gave a timeline of events from raising funds through the November 2016 general election and examples of bundles of projects that could be funded were discussed.

## 2. Fundraising

- a. Strategy – Board members are to raise \$15,000 by identifying potential donors, sending a donation request letter and following up with phone calls and personal meetings.
- b. Timetable – The timeline to raise the funds is six weeks.
- c. Contracts – Service contracts will be drawn up following the fundraising efforts.
- d. Assignments – Board members volunteered for individuals and organizations they were willing to contact.

### Staff Reports:

#### On Item 6A. Superintendent of Parks

Ortgies shared that planning is underway for phase three of Holiday Park and that City Council approved hiring a consultant. She added that phases one and two are 99% complete with only punch list items awaiting completion in the spring.

#### On Item 6B. Superintendent of Recreation

Hansen noted that recreation staff is watching the schools schedule awaiting a decision on the school start date of either August 12 or September 2.

#### On Item 6C. Director of Parks and Recreation

Scott shared that the City received grant funds to help purchase Phenix school to create affordable housing. There are three pieces of play equipment on the site, two pieces will go away. The remaining piece of equipment will be on City property but staff will be recommending in February that the Board choose to remove the equipment due to the repairs needed and due to the fact there are two neighborhood parks close-by. Scott added that Employee Recognition Dinner tickets are still available. Ortgies added that Park Planner, Marco Alvarez is one of the nominees for Employee of the Year. Scott noted that he met with Hansen and Bruce Mankle, they are going to create an off-peak rate for tournament pricing at Raccoon River Park and Holiday Park. Scott added that the City Manager is looking at service delivery among departments but no decisions or changes have been made.

#### On Item 7. Other Matters

Hrdlicka stated that he's been approached by citizens interested in having a relay race on the trails. Scott noted they can submit a special event permit and submit it for approval if they're willing to plan and organize the event. Ortgies added that staff is happy to work with any group and that about 44 5K walk/run events were held at Raccoon River Park in 2014.

### Receive, File and/or Refer:

#### On Item 8A. City Council Communications

January 12, 2015: Resolution – Order Preparation of Plans and Specifications – Holiday Park Baseball Field Improvements – Phase 3

#### On Item 8B. Memo to City Council and Community Center Feasibility Study

Chambers moved to adjourn. Hrdlicka seconded. Motion carried. Meeting adjourned at 6:55p.m.

Respectfully submitted,

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Susan Mathews  
Administrative Secretary

ATTEST:

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Heather Schebel  
Advisory Board Secretary